



## KING COUNTY

**COURT REPORTER**  
**KING COUNTY SUPERIOR COURT**  
**Hourly Rate: \$29.01**  
**Job Announcement: 05GF5733**  
**OPEN: 12/19/05    CLOSE: 1/31/06**

**WHO MAY APPLY:** This position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume, copies of current certifications or licenses, and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** Either at the King County Courthouse in downtown Seattle or the Regional Justice Center in Kent.

**WORK SCHEDULE AND TERMS:** This is a full-time benefit-eligible position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m. The County's full benefit package includes paid holidays, vacation and sick leave; medical, dental and vision insurance options; group and optional term life insurance; several savings and deferred compensation options, and employee bus pass good for all routes on the Community, Metro and Pierce Transit Systems.

**PRIMARY JOB FUNCTIONS INCLUDE:** The primary responsibility is to attend, report, and maintain verbatim record of all court proceedings as directed by the court. Provide, when requested and after satisfactory arrangements for payment have been made, a verbatim transcript of the proceedings from the verbatim notes generated during such proceedings. Maintain an up-to-date index of all notes generated in the Office of the Clerk of the Superior Court, file the notes with the Clerk per King County Superior Court Local Rule 80, and file updated copies of a computer-aided transcript dictionary with the court annually. Interact with a wide range of people (including attorneys, litigants, court staff, etc.) in a professional, courteous manner. Perform other court reporter tasks as required.

**QUALIFICATIONS:** Current RPR certification or equivalent licensing is required. Computer-aided transcription is required. A college degree or at least two years of college with graduation from accredited court reporter course offered through a university or business college with emphasis on English, law and medical technology is desirable. A minimum of three years' experience as a skilled, practical reporter is required. Prior experience in a large volume general jurisdiction trial court is preferred. Certified Realtime Reporters and Registered Merit Reporters are encouraged to apply. Wage premiums are available to those who earned national certification or certification administered by Superior Court for delivering Realtime reporting.

**SPECIAL REQUIREMENTS:** Finalists must pass a criminal background investigation and reference check.

**UNION MEMBERSHIP:** Positions in this classification are represented by Local 17 of IBPTE, and membership will be required within 30 days of employment.